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James A. Carder
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MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: May 21, 2004
RE: Revised Vendor Input Form

Revisions have been made to the SAM II Financial Vendor Input Form [MO 300-1489N (4-04)]. The form instructions have also been updated. The revised form and instructions can be downloaded by going to the SAM II Financial website, Policies and Procedures, SAM II Forms, Download Eforms, Universal Forms Index, SAM II Purchasing, Vendor Input.

To assist state agencies and vendors, the Vendor Input Form and form instructions are also available in Adobe Acrobat .pdf format on the OA/Accounting website www.oa.mo.gov/acct under Quick Links, Vendor Input Form. The form on this website allows a vendor or state agency to complete the majority of the fields online and print the form.

If your agency mails or faxes a Vendor Input Form to a vendor, please ensure that Section A and General Instructions are sent with the form. This will assist the vendor in accurately completing the form and reduce or eliminate delays in the processing due to form completion errors by the vendor.

If your agency directs the vendor to the OA/Accounting website, you do not have to send Section A and General Instructions to the vendor because the instructions are posted on the website with the form.

As a reminder, OA/Accounting requires all Vendor Input Forms to be submitted to us by a state agency. Section B must be completed by the state agency prior to submitting the form to us.

Please ensure that all staff in your agency that work with the Vendor Input Form is aware of this form revision. Employees that have previously downloaded the Vendor Input form and instructions must download the revised form and instructions for his/her use.

This revised form will be required effective June 21, 2004. The prior form will no longer be accepted by OA/Accounting after this date.

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact OA/Accounting for assistance if needed.